

CHIEF PROBATION OFFICER II

Grade 23 - E

JOB DESCRIPTION

This position involves highly responsible administrative and supervisory work, in the management of a probation district that is staffed by a total of not less than eighteen (18) full-time employees nor more than thirty (30) full-time employees.

This position entails a wide variety of responsibilities relative to the planning, organizing, coordinating, staffing, directing, and supervising of all Probation-related activities within a probation district.

This position is appointed by the Probation Administrator in accordance with Neb. Rev. Stat. 29-2253 (3) and (4).

This position shall be considered an exempt position for purposes of the Fair Labor Standards Act.

EXAMPLES OF WORK PERFORMED (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Work closely with judges within the probation district and strive to improve probation practices and services.

Monitor, maintain, and seek to improve established relationships within the court system, other criminal justice agencies, and community representatives.

Implement and oversee the proper utilization of all probation forms and any other necessary paperwork and ensure staff compliance within the district.

Ensure that all offenders are being supervised in accordance with System standards.

Ensure that staff conduct presentence/predisposition reports in conformance with System standards.

Exercise authority to arrest and/or detain offenders as necessary.

Assign a fair workload to each staff member, inform staff of all rules, regulations, policies and procedures, and allow for open channels of communication to enhance the operation of the probation district.

Chief Probation Officer II (cont.):

Perform the supervisory functions of hiring, monitoring, and evaluating employee performance, and the imposition of any required disciplinary action.

Train staff in practices, policies and procedures associated with the supervision and investigation of offenders, and monitor their compliance with System standards.

Direct, supervise, and coordinate supervisory personnel, if so allocated, in the performance of assigned responsibilities within a district, satellite office, or specialized unit.

Responsible for district budget development, presentation, and implementation.

Authorize all leave requests, approve staff travel and training, and maintain a personnel file on each employee within the probation district.

Exercise other general duties and powers of Chief Probation Officer as outlined in Neb. Rev. Stat. 29-2258.

Perform other related duties as required by the Probation Administrator.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Ability to interpret Probation to the public through speaking engagements and consultation with community groups.

Advanced training or prior related experience in budgeting, human relations, and computer-related systems and applications.

Thorough knowledge and understanding of all System policies and procedures.

Ability to plan, organize, and supervise the work of others.

Demonstrate ability to assume a leadership role; show loyalty to his/her supervisor(s) and be respected by subordinates.

Ability to communicate effectively with people from all walks of life, both orally and in writing.

Chief Probation Officer II (cont.):

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from four-year college. Extensive related employment experience may be substituted.